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3 June 1953

MEMORANDUM FOR THE RECORD

TIME : 10:45 a.m., 3 June 1953

PLACE : Colonel White's Office

25X1A PRESENT: Colonels White, [redacted] and Messrs. Meloon, Peel,
25X1A [redacted] Wright, [redacted]

SUBJECT: Functions of the Central Processing Branch, Personnel Office, and
the Passenger Movement Branch, Logistics Office

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1. A meeting was called to review prior discussions regarding the organization and functions of the Central Processing Branch in relation to recommendations subsequently made by the Logistics Office on this subject. Colonel White began the meeting with a summary of the difficulties which confronted overseas travelers prior to the establishment of the Central Processing Branch. To overcome procedures which required personnel to go from office to office in preparation for travel, there was established about two years ago a central location where, insofar as possible, assistance could be furnished the traveler and all processing requiring contact with him could be accomplished or coordinated. In order to perform the various activities which comprised this all-round service each administrative office concerned detailed employees to the central activity. In time, this latter arrangement proved unsatisfactory, since no provision was made for unified, administrative direction of the various operations. Consequently, the Central Processing Branch was established with its own table of organization to provide for personnel to carry on its mission under the administrative control of a Branch Chief. In general this arrangement constituted a great improvement, although it became apparent that more efficiency could be attained by eliminating certain operations duplicated by the Central Processing Branch and the Passenger Movement Branch.

2. Colonel White stated that he remained convinced that the principles outlined at the meeting on 15 April 1953 to govern the organization, staffing, and functioning of the Central Processing Branch were the concepts to be applied. He felt that considerable time and effort had been expended fruitlessly, since the agreements reached at the 15 April 1953 meeting were of a final nature. Insofar as possible, the central objective to be sought in organizing the Central Processing Branch is to provide a single point of contact to which personnel who are to travel, or have completed travel, may go to comply with the necessary administrative requirements which are incidental to such travel and to receive such guidance and assistance as may be desired. Each of the administrative offices is technically responsible for the performance by the Central Processing Branch of those

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operations which correspond to the general functional responsibilities of the particular office. Accordingly, the Chief of the Transportation Division has the same staff and technical responsibility for the work of the Travel Section, Central Processing Branch, that he does for travel operations performed by other elements of CIA over which he likewise does not have day-to-day command authority. This staff responsibility is exercised through such methods as (1) referring qualified candidates to the Chief, Central Processing Branch, to fill vacancies in the Travel Section, (2) giving technical guidance to the functioning of the Travel Section's work through issuance of general policy and procedure regulations, development of forms and reporting requirements, and (3) auditing performance.

3. In concluding the discussion, Colonel White reaffirmed the instructions stated at the 15 April meeting. Summarizing these, he said that:

- a. Consistent with the concept of centralized operations located in the Central Processing Branch, the activities which fall in the category of transportation of personnel and their dependents should be performed by the Central Processing Branch, or at least the Central Processing Branch should be responsible for seeing that these activities are performed.
- b. To eliminate as much as possible duplicate correspondence, additional forms and reports, and unnecessary liaison between the Transportation Division and the Central Processing Branch, the Transportation Division should delegate to the Central Processing Branch authority for performance of functions consistent with the objective to furnish maximum service to travelers at one point.
- c. Based on the foregoing principles, the Central Processing Branch and the Transportation Division should develop an agreement as to organizing, staffing, and operating the transportation function in the Central Processing Branch. This agreement should achieve:

(1) A proper division of labor between the two organizations, based on the general principles defined at this and previous meetings.

(2) Maximum efficiency of operations.

(3) Minimum duplication of work.

(4) A staffing pattern which does not exceed the total which was in effect when the functions were separately performed by the Passenger Movement Branch and the Central Processing Branch. Preferably, some reduction should be realized through the consolidation.

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B [redacted]

Special Assistant

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